



# DG Justice and Consumers

## Reporting

**JUST/2015/RDAP/AG/CORP**  
**JUST/2015/RDAP/AG/SEXV**

**Kick-off meeting – 15 September 2016**

# Templates and guidelines

See: **Guide for Action Grants 2015, pages 46 – 47 + GA - article I.4**

- All templates will be published on the webpage of the calls for proposals:
- [http://ec.europa.eu/justice/grants1/calls/2015\\_action\\_grants/just\\_2015\\_rdap\\_ag\\_corp\\_en.htm](http://ec.europa.eu/justice/grants1/calls/2015_action_grants/just_2015_rdap_ag_corp_en.htm)
- and
- [http://ec.europa.eu/justice/grants1/calls/2015\\_action\\_grants/just\\_2015\\_rdap\\_ag\\_se xv\\_en.htm](http://ec.europa.eu/justice/grants1/calls/2015_action_grants/just_2015_rdap_ag_se xv_en.htm)

# Progress reports

- For projects of 2 years (and projects with 2 pre-financings)
- To be submitted 2 weeks after mid-term
- Present what has been achieved and the level of consumption
- Highlight difficulties encountered
- Not an opportunity to change substantially the project !

# Final narrative report

- Show the quality, achievements and impact of your project
- Justify the costs of the activities
- Not necessarily long but complete and precise
- Add e.g. annexes presenting results in tables

# Evaluation of Final Report

- Policy Officer:  
Evaluation of the technical content of the Report and the results of the project
- Project Officer:  
Operational and administrative aspects and outputs
- Financial Officer:  
Financial analysis such as eligibility of costs, implementation period, supporting documents, exchange rates and payment

# Be complete and structured

- Provide the reports based on the templates
- Present the annexes organised by workstream and clearly labelled
- Our evaluation will take into account the complete package (technical and financial)
- Requests for missing documents will delay the final payment

# Be consistent

- Executive summary written for the public
- We will compare the final narrative report to the claimed costs/outputs presented/evidences/proofs/on-line information
- In case of serious inconsistencies, we will refuse the report and request a revised narrative report

# Anticipate the reporting

- Establish comprehensive templates from the beginning and share them with your co-beneficiaries:
  - e.g. for attendance lists: reference of the project, name, date, location of the event, information on participants (full name, function, name of the organisation) for the quantitative report
  - explain to your co-beneficiaries the information which will be needed



# Dissemination on results of projects

- The summary of the final report and the main deliverables will be published on the Daphne Toolkit (a tool under development):  
<https://ec.europa.eu/justice/grants/results/daphne-toolkit/en/projects/search>